

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

December 15, 2006

Job Title:	UNIT MANAGER - MASC	Position No.:	23366
Division:	Community Corrections	Bargaining Unit:	No
Location:	Missoula	Supplement:	Yes
Status:	Full-Time; Permanent	Shift:	TBA
Salary:	\$21.34		

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311

P.O. Box 201301

fax to (406)444-4551

email to hrcen@mt.gov

1539 11th Ave.

Helena, MT 59620-1301

No later than 5:00 p.m. December 29, 2006.

Application materials are available on the web at www.mt.gov/statejobs/statejobs.asp

Special Information: The Missoula Assessment & Sanction Center (MASC) is a unique 144 bed correctional program designed to determine the appropriate placement option for each offender committed via a court order or placed by a state Hearings Officer. The program provides for the assessment, treatment and accountability of offenders and serves as an alternative to imprisonment for male offenders who have been found guilty of violating community supervision standards via a hearings process. The facility functions as a unit of the Community Corrections Division of the Department of Corrections (DOC) and operates within the Missoula County Detention Facility (MCDF).

This position is responsible for the management and coordination of the sanction unit, monitoring the care, custody and living conditions of the offender population in a safe and secure environment as well as assuring the fair, humane and impartial treatment while preparing the offender for return to community supervision.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

A: Responsible for the operation of the Sanction Program

1. Develops and implements the Sanctions program operation plans, which consist of offender(s) intake, orientation, assessment, programming and release.
2. Assure the Sanction program goals and objectives comply with the mission of MASC, Community Corrections Division, Department and the State of Montana by reviewing the offender's progress and evaluations.
3. Coordinates Sanction program issues with facility staff, outside agencies, Probation and Parole, ISP officers, departments and support services to assure proper administration and compliance with MASC, MCDF, State and Department policies.
4. Directs the day-to-day operation of the Sanction program, advising, counseling and instructing the offender using established supervisor and communication techniques.
5. Coordinates with the MASC IPPO, Contract Bed Unit, P&P Officers and transportation authorities the movement of offenders to and from MASC.
6. Insures that the Sanction program goals and objectives are appropriate and achievable for offenders.
7. Performs regular assessments and evaluations of the effectiveness of the Sanction program and makes recommendations for changes to the MASC Administrator.
8. Plans, coordinates and prioritizes Sanction program activities to meet offenders, contract employees and facility needs.

B: ADMINISTRATIVE DUTIES:

Serves as administrative staff, in conjunction with the MASC Administrator and other staff in developing long-range programs, goals and objectives for the operation of the facility and participates in the daily activities of MASC.

1. As a member of the managerial staff will participate in the administrative decision process and assists in the overall operation of MASC. In the absence of MASC Administrator, the incumbent may make decisions affecting various aspects of the program.
2. Is a member of the Screening committee making recommendations concerning offenders sentenced to Department of Corrections, which determines whether the offender is placed in prison or a community correction program..
3. Coordinates with the MASC Contracted Employees, MCDF staff, medical staff and volunteers regarding schedules, plans and shares program information.
4. Provides leadership in implementing the Corrections mission by fostering respectful cooperative relationships between offenders and staff.
5. Maintains cooperative working relationships with DOC personnel, MCDF staff, professionals, offenders and the public to explain services, and resolve problems in achieving the mission of MASC.
6. Assists with the development of policies and procedures for MASC.
7. Assist with MASC annual program evaluations, providing constructive criticism and making suggestions and or recommendations for positive program changes.
8. Responsible for collection of the MASC statistical data and assuring that all information is enter in to the system bi-monthly and that facilitators contacts are documented, therefore having MASC statistical data available when need or requested.
9. Develop numerous reports and recommendations through cooperation with criminal justice agencies using investigative skills; knowledge of laws, rules and regulations pertaining to probation and parole, incarceration, rehabilitation and treatment programs.
10. Responds to crises at the facility and assists MCDF staff in the event of facility or unit problems or emergencies.

C: OFFENDER PROGRAM

1. Assist the MASC IPPO with intake of offenders in to the facility, to include fingerprinting, photographing, DNA and entering information into the ACIS system.
2. The incumbent will: coordinate the movement of offenders to the Treasure State Correctional Training Center (TSCTC), complete pre TSCTC indoctrination, which

- consist of explaining the TSCTC program, paperwork and voluntary consent form, viewing the TSCTC film, and answering questions about TSCTC and acquiring offenders medical clearance.
3. Responsible for assuring the tracking of Security Threat Groups (STGs), by identifying, interviewing, documenting, photographing, and entering the necessary documentation into the system for further analysis and follow-up by other departments and agencies.
 4. Coordinates intake and release planning with the MASC IPPO to assure a smooth transition of the offender to Pre-Release, treatment programs, ISP, correctional facilities and other agencies, to provide continuity of services.
 5. Assist MCDF classification staff in making appropriate offender housing unit placement.
 6. Insures that offender personal property is inventoried and properly stored upon arrival at the facility, and that the property is released to the offender or transported to an agreed upon destination upon the offenders transfer or release from the facility
 7. Responsible for acquiring indigent clothing for the offender prior to their release from the facility.
 8. Participates in tracking of offender treatment progress, making recommendations for administrative action, special needs and to facilitate conditional release consideration.
 9. Insures that offender(s) progress or lack of progress is documented through written reports, progress notes and other forms of communication.
 10. Will facilitate the development of offender release plans by recommending community treatment programming, and assisting with individual plans.
 11. Analyzes and evaluates case records to prepare written and oral reports for judges, county attorneys, Probation and Parole Offices, ISP Officers, correctional committees, collateral agencies, and jurisdictional bodies to communicate offender performance.
 12. Ensures rule violations are handled in accordance with the DOC/MASC/MCDF Disciplinary policy and disposition are handled appropriately.
 13. Will sit on disciplinary hearings, reviewing written disciplinary reports, assuring accuracy and validity of the reports, and makes suggestions for hearing decisions, disciplinary action, progressive discipline; or termination when required.

Competencies:

COMMUNICATION

Understanding, Sensitivity, Trust Building

Interacts openly and honestly. Encourages others to express viewpoints. Listens and respects different viewpoints. Addresses misunderstandings directly with others involved. Maintains confidences. Demonstrates awareness of nonverbal as well as verbal communication.

Speaking Effectively

Expresses and presents thoughts and ideas clearly, succinctly, and in an understandable manner individually and in groups. Adjusts language, delivery or terminology to meet the needs of the audience. This competency includes any type of verbal communication, such as giving presentations, providing training, giving testimony, speaking in person or by telephone.

EFFICIENCY AND FOCUS

Prioritizing, Multi-Tasking, Balancing Multiple Projects

Recognizes or establishes the relative importance of multiple issues, tasks, and opportunities to maximize the productivity of the organization.

INTERPERSONAL UNDERSTANDING

Non-Judgmental And Tolerant

Appreciates differences in people. Approaches problems and issues from different perspectives.

Maturity And Emotional Discipline

Keeps ones emotions under control and restrain negative behaviors when provoked, when faced with opposition or hostility from others or when working under conditions of stress. Experience in handling a wide variety of situations in a sensible reasonable manner.

FLEXIBILITY AND ADAPTABILITY**Open-Minded**

Sees a situation objectively. Recognizes the validity of other viewpoints. Receptive to new information.

TEAMWORK**Team Building**

Stays focused to achieve results. Actively participates and respects the ideas of others. Looks for alternative ways to work with others that will create better results and working relationships. Motivates team members with divers goals to collaborate and cooperate to achieve success.

THINKING & PROBLEM-SOLVING**Plan, Organize, Gather Information And Conduct Research**

Defines an end result. Sets or follows a course of action to achieve it. Anticipates potential obstacles and monitors progress. Breaks tasks into component parts in a rational, methodical way. Collects and uses relevant information, data, opinions.

Education and Experience:

The above knowledge, skills and abilities are typically acquired through graduation from a recognized college or university with a bachelor's degree in behavioral sciences or a closely related field. Experience in Correctional facilities, Probation and Parole, Community Programs and treatment programming is required. Five years of experience in adult correctional services, community corrections and correctional facilities and two of those years in supervisory position is beneficial.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials.

Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____